

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

International Space Station Advisory Committee

(2) AUTHORITY

Identify the authority for establishing the FAC

Pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App, the committee was established by the Administrator of the National Aeronautics and Space Administration (NASA), having determined that it is in the public interest in connection with the performance of NASA duties under law, and with the concurrence of the General Services Administration.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The Committee shall draw on the expertise of its members and other sources to provide advice and recommendations to NASA on all aspects related to the safety and operational readiness of the International Space Station (ISS). Specific areas for review and/or assessment by the Committee may include space flight operations, including rendezvous, proximity operations, and docking procedures; crew, controller and support training; aerospace systems test and verification procedures; aerospace structures, loads, and materials; aerospace medicine, including crew health; program and project management, including space flight safety and mission assurance strategies; the readiness of significant ISS missions; and ISS visiting vehicles and crew. The Committee shall address additional issues and/or areas of interest identified to it by the NASA Associate Administrator (AA) for the Human Exploration and Operations Mission Directorate (HEOMD).

The Committee shall conduct independent or joint meetings with counterpart international advisory review groups, including the Russian Federal Space Agency's Advisory Expert Council. The meetings may result in signed summaries of discussion or other joint documents. The Committee shall in no way represent NASA or the United States (U.S.) Government or conduct foreign relations during any joint meetings with international advisory review groups. The Committee shall function solely as an advisory body and will comply fully with the provisions of FACA.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider indentifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The chair, deputy chair, and members of the Committee are appointed by the NASA Associate Administrator for the Human Exploration and Operations Mission Directorate (HEOMD). The Committee shall consist of 8 to 14 full-voting members. Membership shall be comprised of experts in disciplines that permit the assessment of any aspect of the ISS Program. These experts are Special Government Employees and Regular Government Employees. In addition, consultants or subject-matter experts may be called in on a temporary basis to assist the Committee when unique

charter. The NASA AA for HEOMD shall ensure a balanced representation in terms of the points of view represented and the functions to be performed.

Voting members include persons not employed by NASA, as well as two NASA employees, the NASA Deputy Chief for Safety and Mission Assurance, and a representative from the NASA Astronaut Office.

New and replacement candidate members will be continually sought and considered for membership. Emphasis will be focused on those who have expertise and experience to make contributions in disciplines which include, but are not necessarily limited to: Space Flight Safety; Space Flight Operations; Crew, Controller, and Support Training; Aerospace Systems, Test & Integration; Aerospace Structures, Loads, and Materials; Aerospace Medicine; Program and Project Management; and, Russian (and other IP) Expertise. The goal is to ensure that each area relating to the safe operation of the ISS is appropriately represented.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

Same as above

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency, and*
- (d) state the membership term limit of FAC members, if applicable*

Because the work of the ISS Advisory Committee is concerned with the ongoing safe operation of the ISS, members require extensive understanding of the ISS and its operation, and, continuity of knowledge to identify anomalies and challenges to the safe operation of the ISS over time. The NASA AA for HEOMD, has identified and retained those members who can serve for an extended periods of time to ensure that continuity and knowledge-base. Formal appointment is done by letter from the AA for HEOMD.

NASA has completed its recent formal call in the Federal Register for public nominations (including self-nominations) for potential members to be considered by NASA for service on NASA's Federal advisory committees, in accordance with the Office of Science and Technology (OSTP) Scientific Integrity guidance that the recruitment process for new Federal advisory committee members should be as open and transparent as possible. As periodic vacancies occur throughout the year on the ISS Advisory Committee, this new pool of nominees will be considered, and new members may be drawn from this pool, depending on their level of expertise and relevant experience. Because a continuity of knowledge is required for service, the balance of expertise will generally remain constant and consistent.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

None

(8) OTHER

Provide any additional information that supports the balance of the FAC

None

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

06/26/12 - Initially Prepared